

## Guidelines for Departments: Preparation of Online Faculty

*The intent of this document is to provide departments a framework for:*

- *gathering information about experience and training of potential new online instructors.*
- *ensuring potential new online instructors are aware of specific policies concerning online instruction.*
- *sharing this information with deans and other administrators to assist in making informed decisions when assigning online sections.*

In determining the state of readiness for teaching online, departments are responsible for making sure that faculty are:

1. cognizant of the requirements for online education in AP4105
2. aware of the MiraCosta Online Class Quality Guidelines
3. trained in or have experience with the technologies being used for the class
4. knowledgeable about or have experience with online pedagogies
5. informed about ongoing professional development related to teaching online
6. aware of the support for faculty and students provided by the department and the college

### [AP4105](#)

This administrative procedure outlines requirements for online offerings at MiraCosta and defines such classes as Distance Education offerings. The procedure guides the Courses and Programs Curricular Committee in assuring that online and hybrid classes comply with the same quality standards as classroom offerings, and that there is regular and effective contact between instructors and students. It details this contact, and delineates methods for discouraging fraud and verifying students.

### [Online Class Quality Guidelines](#)

These guidelines were developed by the MiraCosta Online Educators committee and approved by the Academic Senate in 2016. They are intended to inform faculty of policies important to online teaching, and suggest a myriad of ways to create high-quality online classes.

### **Training or experience with technologies**

There are many opportunities to gain training and experience with online learning technologies. The Office of Online Education regularly offers workshops through the [Teaching/Technology Innovation Center](#) in Learning Management Systems and the tools available at MiraCosta. Online training may be obtained through @ONE, Lynda.com, open online classes, and other channels.

### **Knowledge of online pedagogies**

Although many pedagogical elements in the classroom may be applied to the online environment, there are some distinctions when teaching from a distance. Instructors may gain expertise in online pedagogy

through independent research and reading, engagement in professional development, participation in online teaching certificate programs, or extensive experience in online teaching.

### **Ongoing professional development**

Online education is a rapidly changing field, and has become a discipline. Online faculty should take advantage of opportunities to stay current in both available technologies and techniques.

### **Support**

All online faculty should be made aware of the many sources of support at MiraCosta. The main contact here would be the Faculty Director of Online Education, who can provide recommendations for technical training and instructional design. AP4105 assures that distance learners have access to support services, and that all college-provided technology resources meet requirements for accessibility.